



## IDENTIFICATION

Department	Position Title	
Justice	Staff Lawyer IV - Outreach	
Position Number	Community	Division/Region
82-10064	Yellowknife	Legal Aid Commission

## PURPOSE OF THE POSITION

The Staff Lawyer IV - Outreach, gives legal advice and represents persons involved in family law matters and child welfare matters; protects and asserts their legal rights and interests, and fulfills the obligations imposed by the *Charter* and the *Legal Aid Act*.

## SCOPE

The Staff Lawyer IV - Outreach, is located in Yellowknife, and reports directly to the Executive Director, Legal Aid Commission. The Charter of Rights and Freedoms provides that people who have significant interests at stake in the justice system are entitled to state-funded counsel.

The Legal Aid Commission is established by the Legal Aid Act to provide to qualifying NWT residents authorized legal advice and services. Staff Lawyers employed by the Legal Aid Commission adhere to the Mission of the Department of Justice to protect and promote the rights and safety of all people in the NWT with efficient and responsive justice programs and services.

The Outreach Legal Aid Clinic (Outreach Clinic) provides point in time advice to people appearing before Court without representation; it operates in a wide range of areas, such as providing legal advice and same-day representation in court in the areas of family law and child protection matters as Duty Counsel. Outreach Clinic services are provided throughout the Northwest Territories on a rotational travel basis, taking into account resources, Community needs and requests.



The position of Staff Lawyer Outreach - IV is required to administer the financial and human resources of the Outreach Clinic program, ensuring that services are provided in an equitable manner, both directly and through subordinate staff.

## **RESPONSIBILITIES**

### **1. Establish, lead and maintain the Outreach Legal Aid Clinic program.**

- Conduct weekly clinics in and around Yellowknife
- Establish regular regional clinics
- Working independently and with no supervision, provide legal advice and information in a wide range of areas and on matters with varying levels of complexity to clients who attend the Outreach Legal Aid Clinic or Regional clinics
- Provide legal advice and same-day representation to clients in the areas of family law and child protection matters as Duty Counsel, including appearing in Court and preparing summary Court documents
- Recognize that the impact of advice, opinions and service provided on behalf of clients can be critical to and have a significant impact upon them and their families.
- Deal with other counsel and outside agencies in a professional manner while representing client's interests
- Properly and effectively administer and document all files and comply with established office procedures

### **2. Provide twice weekly family law Duty Counsel services in Territorial Court and Supreme Court**

- Provide point in time advice and assistance for people appearing before the Court without representation

### **3. Establish and maintain a systemic approach to Public Legal Education and Information (PLEI)**

- Direct the provision of public legal education and information in consultation with the Executive Director and community stakeholders
- Develop and deliver PLEI materials and presentations throughout the Northwest Territories
- Develop relationships with other stakeholders

### **4. Supervise the Outreach Court Worker and other Legal Aid Commission Staff as required**

- Supervise and act as a mentor to more junior staff lawyers or as a principal to articling students as directed by the Executive Director.
- Supervise and mentor the Outreach Court Worker and such other Legal Aid Commission staff as requested by the Executive Director.



## **5. Broad responsibility statement.**

- Participate in staff performance appraisals and hiring processes.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual conditions.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

Travel requirements up to six times per year, for approximately 3 to 5 days per occurrence.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Full working knowledge of relevant laws of Canada and the Northwest Territories including particularly the Family Law Act, Children's Law Act, Child and Family Services Act, Judicature Act, Rules of Court, Territorial Court Act, Protection Against Family Violence Act, Inter Jurisdictional Support Orders Act, Maintenance Orders Enforcement Act, Adoption Act, Legal Aid Act, Divorce Act and the associated regulations.
- Full working knowledge of aboriginal and northern issues in general, preferably in a northern setting.
- Demonstrated ability in working with aboriginal clients.
- Working, demonstrated knowledge of negotiation, mediation, collaboration and/or alternative dispute resolution.
- Knowledge of and demonstrated ability to work in the fields of family law and child welfare law.
- Ability to work well with other counsel and other professionals in the justice system.
- Ability to respond quickly to a wide variety of legal and social issues.
- Knowledge of legal and social resources available throughout the Northwest Territories.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.



**Typically, the above qualifications would be attained by:**

Law Degree and membership in the NWT Bar, and ten years of experience as legal counsel practicing in family law, experience working in a legal aid clinic environment and experience in an outreach setting.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

**Indigenous language:** Select language

- Required
- Preferred